

EIAC Meeting

Equity & Inclusion Advisory Committee

Date | Time 5/15/2025 1:00 PM | **Location** Microsoft Teams

Meeting called by:	Shel'rie Wilson
Type of Meeting:	Virtual
Co-Chairs:	Tracie Ruether
	Shel'rie Wilson
Resource Sponsors:	Tonja Hesselberg
	Training Director (vacant)
Subject Matter Expert (SME)	Benson, Katie HR Recruitment
Executive Liaison:	Tifene Brown
Time Keeper:	Kari Ives

Wisconsin's open meetings law provides that
“the public is entitled to the fullest and most
complete information regarding the affairs of
government as is compatible with the conduct
of governmental business.”

Wis. Stat. § 19.81(1).

Members:	Attendance:	
	Present	Excused
Baumgart, Zachary	✓	<input type="checkbox"/>
Blechinger, Kellie	✓	<input type="checkbox"/>
Benson, Katie	<input type="checkbox"/>	✓
Bowen, Varnisha	<input type="checkbox"/>	✓
Carr, Sarah	✓	<input type="checkbox"/>
Ives, Kari	✓	<input type="checkbox"/>
Kragness, Amanda	✓	<input type="checkbox"/>
Marek, Jennifer	✓	<input type="checkbox"/>
Richards, Jason	✓	<input type="checkbox"/>
Ross, Camille	<input type="checkbox"/>	✓
Ruether, Tracie	<input type="checkbox"/>	✓
Svitavsky, Jim	✓	<input type="checkbox"/>
Wilson, Shel'rie	✓	<input type="checkbox"/>
Additional Attendees:		
Brown, Tifene	✓	<input type="checkbox"/>
Hesselberg, Tonja	<input type="checkbox"/>	✓
Training Director (vacant)	<input type="checkbox"/>	✓

Agenda Items

Call to Order	Shel'rie	2 Minutes
Roll Call	Kari	3 Minutes
Ice Breaker	Amanda	5 Minutes
Focus and Function Statements	All	30 minutes
Continue discussion regarding Strategic Plan - Culture	All	30 minutes
Other Updates	All	10 minutes
Diversity Fair Database	Kari	5 minutes

Notes:

Call to Order	1:03 pm
Roll Call	9 out of 15 members were in attendance
Ice Breaker	If you could have a conversation with your pet for the day what would it be?
Focus and Function Statements	Each Ad-hoc must create (or revise) a focus and function statement (see page 18 of the E&I Strategic Plan).

	<p>The Education and Training and the Assessment and Evaluation committees have started to work on these.</p> <p>Focus statements should be concise outlining the goal of the Ad-hoc. The function statements should consist of the key functions of the Ad-hoc which assist meeting the focus area.</p> <p>The focus statement will be listed on the Quarterly Reports and the functions will be listed as a separate document.</p>
Continue discussion regarding Strategic Plan - Culture	<p>Strategy 1(S1): Transparency and accountability: Policy and Committee Review is working on reviewing committees within the DOC.</p> <p>The Ad-hoc will develop a way to garner information regarding each committee and the selection process.</p> <p>The goal is to design standards and guidelines for future committees to follow.</p> <p>S2: Develop DEI Resources. Marketing and Communication along with Education and Training – continue to keep the EIAC site updated and educational resources</p> <p>S3: DEI Curriculum Education and Training continues to work on this in conjunction with Corrections Training Center.</p>
Other Updates	Lunch & Learn: Psychological Safety and Mental Health at Work will be on Wednesday, May 28 from noon to 1 pm
Diversity Fair Database	<p>Please continue to share any diversity fairs or events within the Wisconsin area.</p> <p>The excel spreadsheet in TEAMS called List of Diversity Fairs and Events is the best place to add this information.</p>
End of Meeting	1:56 pm